



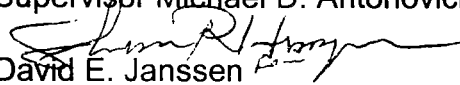
County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

April 8, 2004

To: Supervisor Don Knabe, Chair  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From:   
David E. Janssen  
Chief Administrative Officer

Raymond G. Fortner, Jr.  
Chief Deputy County Counsel

Jon W. Fullinwider  
Chief Information Officer

J. Tyler McCauley  
Auditor-Controller

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**RISK MANAGEMENT INFORMATION SYSTEM (RMIS)  
IMPLEMENTATION PROJECT STATUS REPORT – FEBRUARY AND MARCH  
2004**

The following is the monthly status report for the Countywide RMIS implementation project for February and March 2004.

**Background**

On March 6, 2001, your Board approved the development and implementation of a Risk Management Information System (RMIS) for the County of Los Angeles (County). The RMIS Steering Committee comprised of representatives from the Chief Administrative Office (CAO), Auditor-Controller (A-C), County Counsel and the Chief Information Office (CIO) meets monthly to set priorities for the RMIS implementation.

### **February and March 2004 Accomplishments**

- **Basic RMIS Reports:** The RMIS project team, working with County Counsel, County's Third Party Administrators and County departments, has completed and moved into production, the basic reports for high level risk management and litigation management. Core billing and budget reports for the Insurance/J&D Budget are also in production.
- **Remaining RMIS Modules:** The County has tested and accepted the Policy Tracker, Certificate Tracker, Asset Tracker, Notes, Diaries, and Calendar functions of RMIS system. The RMIS system is ready for formal acceptance by the County and entry into the maintenance phase of the contract.

### **Remaining Implementation Issues**

- **Advanced RMIS Reports:** The RMIS project team is continuing its development effort of advanced reports for claims management, litigation management and risk management. Users of the RMIS system are becoming more familiar with its functionality and are requesting more advanced reports.

### **Emerging Issues**

- **Additional Web Server:** An additional web server will be added to the RMIS architecture to provide a test environment for the RMIS project team. The implementation vendor, RTI, previously provided the test environment.
- **Business Intelligence:** The interactive reports requested by your Board, County Counsel, CAO, A-C, and County departments will require business intelligence software to efficiently develop these key specialized reports.
- **New User Groups:** The Steering Committee has identified additional user groups, such as the A-C Warrant Investigations that handles claims and issues payments. These new user groups will require future modifications to RMIS.
- **RMIS Enhancements for Additional Efficiency:** During RMIS implementation, County Counsel and the CAO identified additional modifications to RMIS that would streamline their information workflows and increase efficiency and effectiveness in communicating with other departments.

- **Business Continuity Plan:** The Internal Services Department (ISD) hosts the RMIS servers and regularly backs up these servers. However, no alternate hardware or alternate site has been identified for use in case of a major disaster. To minimize the risk of a catastrophic failure of the system, the RMIS Steering Committee and ISD will develop a business continuity plan.

**Top Three RMIS Priorities:**

- **Advanced RMIS Reports:** The top priority for the RMIS implementation team is the development of the year-to-date Departmental expenditures report, loss data analysis report and contract law firms fees & costs report to support the activities of the County's Risk Manager and Litigation Cost Manager.
- **Countywide Policy and Procedures:** CAO and County Counsel will jointly develop a Countywide RMIS policy and procedures manual, as well as their own internal RMIS policy and procedure manual.
- **Software Support:** The RMIS project team will prepare the software documentation needed for applying the Business Intelligence toolset for preparing interactive reports requested by your Board, County Counsel, CAO, A-C, and County Departments.

**Future RMIS Activity:**

- **Board Contract For RMIS Enhancement:** A list of enhancements as been compiled during the RMIS implementation that will improve RMIS information workflows and increase RMIS efficiency and effectiveness. A contract will be submitted to your Board to provide these enhancements.
- **A-C Recommendations:** The Steering Committee is now ready to prioritize the remaining A-C recommendations, along with the above RMIS future enhancements. A request will be submitted to your Board for funds, staff, and additional contracting authority to implement these requirements.
- **Formal Acceptance of RMIS:** Formal acceptance of RMIS is planned for early April. Once accepted, RMIS will begin the Maintenance Phase of the contract.

If you have any questions concerning RMIS, please call Rocky Armfield, County Risk Manager at (213) 351-5346.

DEJ:SRH:RAA

DU:JH:CY:lis

c: Executive Officer, Board of Supervisors  
County Counsel  
Chief Information Office  
Auditor-Controller